

# **Berkeley County Government**

## **JOB OPENING - EXTERNAL POSTING**

### **Administrative Specialist 2 (PS101168)**

**DEPARTMENT: Detention Center**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** The employee in this classification is responsible for performing moderately complex clerical tasks. Must be able to deal courteously and effectively with fellow employees, other agency and court personnel and the general public. Basic typing, creating files, scanning, filing and copying. Answering telephone/switchboard operation, taking messages and sorting/delivering mail. Data entry and intermediate use of word processing and spreadsheet software programs. Maintains/updates inmate computer database. Provides inmate information to command staff as needed. Works with other agencies and courts, both local and national, comparing/sharing inmate information as needed. Drafts, edits and distributes correspondence. Records and files management. Prepares inmate release documentation. Manages inmate court mandated documentation such bonds, sentencing, motions, additional charges and dismissals. Creates and maintains spreadsheets or other reporting programs as directed and provides a bi-weekly statistics report to the Detention Center Director. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

High school graduate or equivalent and five (5) years related administrative experience required, legal or other related experience preferred.

Data Entry/Basic Skills test score of **71** is required for this position. A Word score of **45** required for this position.

Skilled in the operation of all basic office equipment including scanners and faxes.

Departmental testing will be administered during interview. Initial testing consists of extensive background check and a polygraph test.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

#### **PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

#### **HOURS OF WORK/MISCELLANEOUS DUTIES:**

**This position is currently classified as non-exempt and reports directly to the Detention Center.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 8:00am to 4:00pm or 9am to 5pm with the ability to work flexible hours when necessary. Four day workweek may be available. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Administrative Specialist 2 - Grade C15**

**Entry Level Bi-Weekly Pay Range: \$958.42 - \$1,102.18**

**Date of Posting: 10/06/2015**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***